



# FAMILY DEPLOYMENT CHECKLIST



Although extended deployments are never easy on the family the hardships need not be increased by failure to plan ahead. A carefully prepared and executed pre-deployment checklist can save you and your family from giant headaches in the future.

It is very important for you, as a military family, to have certain documents in your possession. Military spouses are often required to take over the family during the sponsor's absence. Therefore, it is important that both of you sit down together to discuss information and documents named in this checklist. You are encouraged to keep originals or copies of all listed documents in a special container (safety deposit box) in a location you can find immediately and is known to both you and the sponsor.

- \_\_\_\_\_ Marriage Certificate
- \_\_\_\_\_ Birth Certificate of all family members
- \_\_\_\_\_ Divorce Papers
- \_\_\_\_\_ Death Certificates
- \_\_\_\_\_ Shot records of all family members (including pets)
- \_\_\_\_\_ Citizenship/Naturalization papers
- \_\_\_\_\_ Adoption papers
- \_\_\_\_\_ Passports, Visas (remove only when needed for international travel)
- \_\_\_\_\_ Insurance policies (Note: Company, policy number, and amount of payment)
- \_\_\_\_\_ Real Estate documents (leases, mortgages, deeds, or promissory notes)
- \_\_\_\_\_ Copies of installment contracts and loan papers
- \_\_\_\_\_ Current list of immediate next of kin, personal lawyer, trusted friend (include phone number and address)
- \_\_\_\_\_ Car Title (registration should be in car)
- \_\_\_\_\_ Last LES (Leave and Earnings Statement)
- \_\_\_\_\_ Discharge papers (DD Form 214)
- \_\_\_\_\_ Allotments (updated with correct amount, name, address, and account number)
- \_\_\_\_\_ Social Security Number for each family member
- \_\_\_\_\_ Current addresses and telephone numbers of all immediate families of both spouses

## **The following should be completed prior to deployment:**

- \_\_\_\_\_ Next of kin informed of rights, benefits, assistance available
- \_\_\_\_\_ Family budget and business arranged (see Financial Section for Budget Worksheet)
- \_\_\_\_\_ Emergency Data Card updated in Military Personnel Record
- \_\_\_\_\_ Joint checking/savings account arranged (list all account numbers)
- \_\_\_\_\_ Parents informed of how to make contact in case of emergency

- \_\_\_\_\_ Armed Forces ID Cards (renew if ID card expires within next 3 months; Rear Detachment Commander can sign for ID replacement after soldier deploys)
  
- \_\_\_\_\_ Emergency services explained and located
  - \_\_\_\_\_ Red Cross/Army Emergency Relief (AER)
  - \_\_\_\_\_ Medical facilities/TRICARE
  - \_\_\_\_\_ Army Community Services (ACS)
  - \_\_\_\_\_ Legal Assistance Office
- \_\_\_\_\_ Security check on house
- \_\_\_\_\_ Problems with cars, household, and appliances identified and resolved
- \_\_\_\_\_ Power of Attorney
  - General:* Allows holder to act on all matters on sponsor's behalf
  - Special:* Allows holder to act on sponsor's behalf in special transactions
  - Medical:* Authorizes holder to obtain medical care for family members under 18 years of age
- \_\_\_\_\_ Wills for both spouses
- \_\_\_\_\_ Orders
- \_\_\_\_\_ Copy of Emergency Data Card
- \_\_\_\_\_ List of all credit cards and account numbers
- \_\_\_\_\_ List of all stock and bonds
- \_\_\_\_\_ AAFES Deferred Payment Plan (DPP), (to use, spouse must be listed as an authorized user or hold sponsor's General Power of Attorney)
- \_\_\_\_\_ Federal and State Income Tax Returns (last 5 years)